

COVID-19 EMPLOYEE NEWSLETTER



FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

In response to the COVID-19 pandemic and its impact on the nation's workforce, the Families First Coronavirus Response Act (FFCRA) was signed into law, effective April 1, 2020, through December 31, 2020.

FFCRA entitles eligible employees up to 80 hours of emergency paid sick leave and/or up to 12 weeks of expanded Family Medical Leave Act (FMLA) leave, if the employee is unable to work or telework due specific COVID-19 related reasons as outlined on Page 2.

Please review the [Information Regarding FFCRA Memo](#) for more information on who qualifies, the [Process for Requesting FFCRA Leaves](#), and the [FFCRA Leaves Request Form](#) required to apply.

Leave options should be discussed with an employees supervisor or Administrative Officer.

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EMERGENCY PAID SICK LEAVE (EPSL) PROVISIONS

All employees who are actively working are entitled to up to 80 hours (prorated for part-timers) of paid leave if unable to work or telework because they are:

1. Subject to a Federal, State or local quarantine related to COVID-19;
2. Have been advised by a health care provider to self-quarantine related to COVID-19;
3. Seeking medical diagnosis for COVID-19 symptoms;
4. Caring for an individual subject to an order described in (1) and (2);
5. Caring for their child whose school or place of care is closed due to COVID-19; or
6. Experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

The City will pay EPSL based on the employee's regular rate of pay (which is more beneficial to employees than the Federal mandated rates).

EMERGENCY FMLA (EFMLA) PROVISIONS

Eligible employees who have been employed for at least 30 days may take up to 12 weeks of emergency leave if they are unable to work or telework because they need to care for their child, under 18 years of age, due to:

- Their child's school or place of care being closed due to COVID-19; or
- Their childcare provider being unavailable due to COVID-19.

EMFLA provides up to two weeks (10 days) of unpaid leave (employee can use accruals), followed by ten weeks of EMFLA, paid at two-thirds regular rate of pay, up to \$200 per day (maximum of \$10,000 total benefit).

Please note, Emergency Responders and Health Care Providers employed by the City are not eligible for EFMLA, per law.

GET REIMBURSED FOR OVER-THE-COUNTER MEDICINE

The recent Coronavirus Aid, Relief, and Economic Security Act (CARES Act) extended the list of flexible spending account (FSA) qualified expenses to include menstrual care products and over-the-counter (OTC) drugs without a doctor's prescription.

Please note that FSA debit card use for these items is pending further announcement from WageWorks. In the interim, participants can submit paper or electronic claims (via the EZ receipts app) to WageWorks to receive reimbursement for purchases made for eligible products on or after January 1, 2020.

Participants can also contact 877-WageWorks (877-924-3967) or utilize the Live Chat function in the online participant portal for questions or reimbursement assistance.



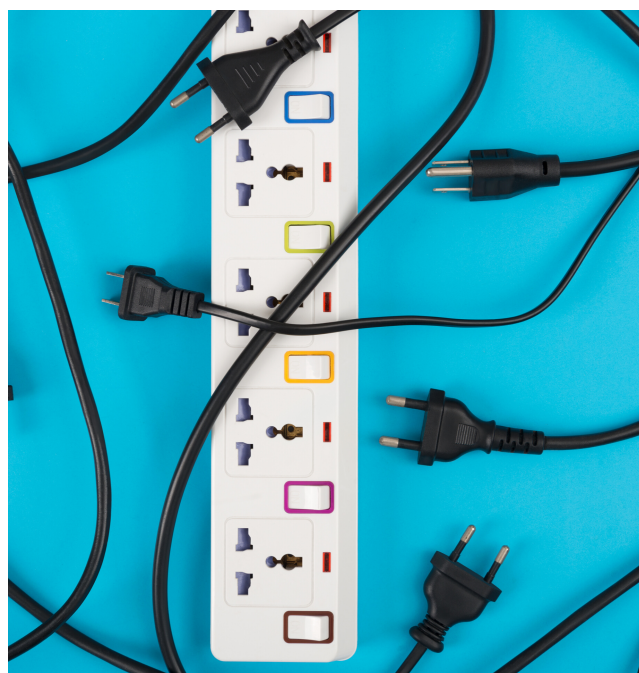


ERGONOMIC WORKSTATION GOALS FOR TELECOMMUTERS

If you are telecommuting, your home office should be set-up using the same basic ergonomic principles as a work office. Please review the [Office Ergonomics Reminder Sheet](#) to learn how to set up your home workstation in an ideal manner.

ELECTRICAL SAFETY FOR TELECOMMUTERS

Electrical fires in the home claim 482 Americans each year and injure over 3,000 more. For telecommuters using City equipment at home, please review the [Electrical Safety for Telecommuters Guidelines](#) for a few tips to ensure you are working in an electrically safe environment.



FSA CLAIMS DEADLINE EXTENDED TO MAY 15

The deadline to submit FSA claims for the 2019 Plan year has been extended to May 15, 2020. This gives employees another month to gather receipts and submit claims for FSA eligible expenses incurred between January 1, 2019 thru March 31, 2020.

Visit the [WageWorks Support & FAQ](#) for more information on how to submit a claim and get reimbursed. A complete list of 2019 Plan Year [Eligible Expenses for Your WageWorks Healthcare Flexible Spending Account](#) is available online.